

**EMS AUTHORITY PROGRESS REPORT
JUNE 2005**

**EMS PERSONNEL UNIT
EMS DIVISION**

ACTIVITY	PRIMARY CONTACT	STATUS/COMMENT
1. First-Aid Practices for School Bus Drivers	Lucy Chaidez Extension 434	Nine training programs are currently approved.
2. Child Care Provider First Aid/CPR Training Programs	Lucy Chaidez	Currently, there are thirty-four (34) programs approved. Technical assistance is being provided to child care training programs. We are working with the Child Care Health Program, California First Five, the American Lung Association, and the Department of Health Services to distribute the EMS Authority's Asthma Video to a wider group of child care providers and schools. This distribution will include a packet of materials that EMS Authority staff has helped to develop that will provide asthma education to recipients of the packet and video.
3. Prevention Training Programs	Sean Trask Extension 408	Currently, there are fifty-five preventive health training programs approved. Technical assistance is being provided to child care training programs including information on application for initial approval and renewal.
4. Child Care Training Provider Quality Improvement/Enforcement	Sean Trask Laura Little Extension 427	Currently, there are 31 open complaint/case file on pediatric first aid, pediatric CPR, and preventative health and safety training providers. The majority of these cases are for non-compliance with the section of regulation (Section 100000.33) that states, "course completion rosters must be in to the EMS Authority within 30 calendar days of course completion." Another issue that is being discovered is the shortening of course hours along with training providers teaching first aid, CPR, and preventive health and safety in one-day.
5. Automated External Defibrillator (AED) Requirements for EMT-I's, Public Safety and Layperson	Julie Hamilton Extension 461	Ongoing technical assistance for Layperson AED programs. EMSA has awarded \$163,000 to 35 organizations for purchase of AEDs.
6. BLS Training and Certification Issues	Julie Hamilton	The EMT-II Regulation Revision Task Force continues to meet monthly. The EMT-I Regulations will be released for revision.
ACTIVITY	PRIMARY CONTACT	STATUS/COMMENT
1. Injury Prevention and Public Education	Lois Williams Extension 424	<p>1) Drafted revisions to produce a more user-friendly and comprehensive prevention and public education program registry on EMSA's website.</p> <p>2) Received authorization from CHP management to enter into an interagency agreement for the OTS First There, First Care and DUI Education grant. Selected CHP Officer/EMT to conduct classes in Southern California.</p> <p>3) Attended OTS Traffic Safety Summit and received an award for work on the Older California Traffic Safety Task Force.</p> <p>4) Began serving on the newly formed California Elder and Dependent Abuse Committee, led by the Victim Services Branch of OES.</p>

**EMS AUTHORITY PROGRESS REPORT
JUNE 2005**

**EMS SYSTEMS UNIT
EMS DIVISION**

ACTIVITY	PRIMARY CONTACT	STATUS/COMMENT
1. Poison Center Program	Sandy Salaber Extension 423	The California Poison Control System (CPCS) continues to provide statewide service. Quarterly reports are provided to the EMS Authority as required in the contract. An audit tool is being developed for the assessment of the CPCS in 2005. Funding is provided through the general fund and the bioterrorism grant fund.
2. EMS Systems and Plans	Sandy Salaber Extension 423	All thirty-two local EMS plans have been approved. Annual updates are reviewed and approved as received with ongoing communication with local EMS agencies that have overdue updates. Regional quarterly reports continue to be reviewed/approved as received. Seven regional quarterly reports received and approved for this quarter.
3. Trauma Statewide Trauma System	Donna Nicolaus Extension 412	In order to facilitate development of a statewide trauma system, a sub group met on april 13, 2005 to prepare a draft concept that included proposed essential elements of a statewide trauma care system. The full trauma Advisory Committee met on May 13, 2005 to review and modify the draft. The draft will be refined and forwarded to EMSA for review. Input will be gathered from constituent groups and the Commission.
AB 430 Implementation Update	Bonnie Sinz Extension 460	Nine additional agencies, representing 15 counties, now have approved Trauma Care System Plans as a result of the funding provided by AB 430. There are now 55 counties that are covered by Trauma Care System Plans leaving only Solano, Monterey, and Ventura without approved Trauma Plans. Monterey County recently received block grant funding to develop a Trauma Care System Plan.
Trauma Ad Hoc Group		The Trauma Ad Hoc Group has revised the minimum data set based upon the comments received during the comment period and presented them to the Trauma Advisory Committee for approval. Further action will be postponed until the National Trauma Data Bank (NTDB) minimum data set for state participation is complete so both systems are compatible. The draft NTDB minimum data set was recently presented at the national Trauma Leadership Meeting and comments were received by multiple constituent groups and users. Once all comments are compiled, the Trauma Ad Hoc Group will reconvene to review the document..
4. State Plan	Bonnie Sinz Extension 460	The State EMS Plan contains eight goals and 67 objectives with short term (within 2 years), long term (3-5 years) and ongoing timelines. The EMS Authority will coordinate implementation.
5. EMS System Standards and Guidelines	Chris Graillat Extension 415	The Standards and Guidelines Committee has completed its review of the formatted draft of the standards and guidelines. Their comments are being incorporated into the draft that will be released for public review by the end of June.
6. EMS Data Committee	Bonnie Sinz Extension 460	<p>The EMS Data Committee met on April 6th and June 1st. At the last meeting, the committee finalized the draft EMS data set. The draft data set is compliant with the minimum data set established by the National EMS Information System (NEMSIS). There are also some additional elements the committee approved to complete the California EMS Information System (CEMSIS) data set. The next step will be to provide for a public comment period of 60 days. The EMS Data Committee will review comments received with revisions made as needed.</p> <p>The EMSA #160 series of the EMS system guidelines documents were discussed at length. The Vision Data and Evaluation Committee proposed the following documents be included in the series:</p> <ul style="list-style-type: none"> <input type="checkbox"/> State EMS data collection, evaluation and quality improvement system overview <input type="checkbox"/> State EMS authority assessment guidelines Local EMS agencies assessment guidelines

**EMS AUTHORITY PROGRESS REPORT
JUNE 2005**

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EMS Data Committee (continued)		<input type="checkbox"/> State EMS performance indicators <input type="checkbox"/> State EMS data set <input type="checkbox"/> State EMS data collection and reporting process guidelines <input type="checkbox"/> State EMS system quality improvement program model guidelines <input type="checkbox"/> State EMS system evaluation training guidelines <input type="checkbox"/> EMS research guidelines The Committee is currently drafting #160.
7. Emergency Healthcare Access Task Force	Bonnie Sinz Extension 460	<p>The Emergency Healthcare Access Task Force met on March 3rd and May 17th 2005. The purpose of the Task Force is to review difficulties with access to emergency care such as diversion and hospital closures/emergency department downgrades and how it affects EMS. The three subgroups discussed their progress towards their assigned objectives:</p> <p>Group I: Objective – Eliminate/Minimize Diversion The subgroup has been meeting through conference calls with the following activities:</p> <input type="checkbox"/> Develop policy statement on minimizing/eliminating diversion <input type="checkbox"/> Collect additional data and review San Diego study <input type="checkbox"/> Request EMSA to develop regulations/guidelines or best practice document <input type="checkbox"/> Review new draft JCAHO standards on ED overcrowding <p>Group II: Objective – Revise Emergency Department Regulations as Related to the Purpose of this Task Force This subgroup is reviewing multiple documents related to their assigned objective:</p> <input type="checkbox"/> Existing Title 22 ED standards <input type="checkbox"/> On-call physician requirements <input type="checkbox"/> Nurse-patient-ratios <p>Group III: Objective – Explore the Use of Alternate Receiving Centers The subgroup has made the following progress on their assigned objective(s):</p> <input type="checkbox"/> Goals were reviewed and “encourage most appropriate disposition of 911 patients” was added as a goal along with 3 new objectives. The new objectives are: develop and implement treat and release policy and protocols; develop alternate destination policies for als; and specialty care centers. <p>The next meeting of the Task Force is scheduled for August 4, 2005 in San Diego (Hospital Council of San Diego and Imperial Counties).</p>

**EMS AUTHORITY PROGRESS REPORT
JUNE 2005**

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8. EMSC Project	Carol Biancalana Extension 409	<p>EMSC Grantee Meeting – Bethesda, MD</p> <ul style="list-style-type: none"> State grantees were notified that SB 760 (Inouye) was introduced to reauthorize the EMSC program. Efforts will be ongoing to have federal EMSC program funding restored. The American College of Emergency Physicians have strongly shown support for retaining block grant funding for EMS and EMSC programs. Grantee states were notified of new EMSC grant requirements that will provide program accountability for federal funding. Grantees will be required to provide uniform data that show annual improvement or accomplishment of the performance measures. <p>EMSC Coordinators Group Meeting April 25, 2005</p> <ul style="list-style-type: none"> EMSC Coordinators met with Pediatric Liaison Nurses of Los Angeles (PdLN) to plan the next EMSC Conference on the Queen Mary in Long Beach, October 6-7, 2005. The PdLN group is partnering with EMSC for this conference. A draft agenda was discussed and members of both groups will confirm speakers and vendor commitments. <p>EMSC TAC Meeting, April 28, 2005:</p> <ul style="list-style-type: none"> The TAC reviewed and edited a pediatric trauma patient policy statement that will be incorporated into EMSA #196, EMSC Recommendations for Pediatric Trauma Care within General Trauma Centers with Pediatric Capabilities, once it is finalized by the TAC Committee. Distribution of Emergency First Aid Guidelines for Schools (School Guidelines) through the Learning Lab, a video training company, will be explored by Marianne Gausche-Hill to see if the Learning Lab would reproduce additional copies at cost. The first trainer-the-trainer workshop for the School Guidelines given in Fresno in conjunction with the Central Valley School Nurses Section Meeting was a great success. A second regional meeting will be held October 1, 2005 in Alameda in conjunction with the Bay Coast Section of CA School Nurses Organization. Review of the current pediatric ED Guidelines, EMSA # 182 will continue at the next meeting. <p>Pediatric Disaster Preparedness Assessment Project Project was cancelled for the remainder of this fiscal year due to current year budget cuts and other unforeseen circumstances. The Disaster Preparedness Assessment Tool Project will resume July 1, 2005.</p>
9. EMS Communication Program	Mary Cook Extension 441	<p>The EMS Authority continues their oversight of the Office of Traffic Safety (OTS) EMS Communications Grant project in Imperial County. Recently, user agencies were polled regarding their operational use of the new communications system, with positive feedback received in most instances. The communications template document is scheduled for completion in 2007.</p> <p>The communications survey, distributed in May 2004, is being used as an information foundation for the existing communications systems for all EMS providers, licensed acute care facilities and local Primary Service Answering Points. The goal of the survey is to move forward to build a system which all EMS providers can utilize throughout California and it also assists with our justification in applying for the twenty-four (24) 700MHz</p>

EMS AUTHORITY PROGRESS REPORT
JUNE 2005

ACTIVITY	PRIMARY CONTACT	STATUS/COMMENT
EMS Communication Program (continued)		<p>band radio frequencies on a statewide basis. While the return rate for survey responses remains low, we are exploring other avenues for data collection. EMSA will continue to work with LEMSAs and the California Ambulance Association to obtain survey information.</p> <p>EMSA chairs the EMS Workgroup for the California State Interoperability Executive Committee which is working on interoperability issues between local, state, and federal agencies in California. EMSAAC's communications workgroup as well as the Ambulance Strike Team communications committee are working with the EMS Workgroup due to the many common goals among these three committee subgroups</p>
10. EMS Air Transport	Chris Graillat Extension 415	The EMS Authority continues to conduct site reviews and equipment inspections for California Highway Patrol (CHP).

**EMS AUTHORITY PROGRESS REPORT
JUNE 2005**

**PARAMEDIC PROGRAM
EMS DIVISION**

ACTIVITY	PRIMARY CONTACT	STATUS/COMMENT
1. EMT-P Testing and Licensing	Robin Adams Extension 444	<ul style="list-style-type: none"> Licensed/re-licensed 292 paramedics April 2005 through May 2005. 17 National Registry exams held March 2005 through May 2005. (12 open, 5 closed).
2. EMT-P Regulations	Nancy Steiner Extension 429	The EMS Authority in consultation with the Paramedic Task Force is finalizing proposed regulations to incorporate a fee structure for fines assessed for disciplinary purposes in the Paramedic Regulations.
3. EMT-P Accreditation	Nancy Steiner	Ongoing review.
4. EMT-P Local Optional Scope of Practice	Nancy Steiner	The EMS Authority has approved a request by Santa Barbara and Ventura Counties to add intraosseus infusion to the paramedic local optional scope of practice. A request from Central California EMS Agency was also approved to add Midazolam to the local optional scope of practice of EMT-IIs working in Tulare County in place of Diazepam.
5. Trial Studies	Nancy Steiner	The EMS Authority has approved an 18-month extension of Inland Counties EMT-I Advanced Trial Study involving the West Valley Search and Rescue.
6. Paramedic Training Programs	Nancy Steiner	The approved Paramedic Training Program list has been updated and now includes the status of each program's accreditation by the Commission on Accreditation of Allied Health Education Programs as recommended by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions. The list is available on EMSA's website www.emsa.ca.gov .
ACTIVITY	PRIMARY CONTACT	STATUS/COMMENT
1. Investigations and Enforcement	Richard McSherry Extension 450 Karen Chambers Extension 430	<p>The Director has revoked, suspended and/or placed on probation 4 paramedic licenses since 1/1/05.</p> <p>106 new investigative cases have been opened since January 1, 2005.</p> <p>127 investigative cases have been concluded since January 1, 2005.</p> <p>2 initial application has been denied since January 1, 2005.</p> <p>2 provisional license containing certain specific conditions has been issued since January 1, 2005.</p> <p>27 cases are pending resolution with our Legal Counsel.</p> <p>44 paramedics are currently on probation.</p>

**EMS AUTHORITY PROGRESS REPORT
JUNE 2005**

DISASTER MEDICAL SERVICES DIVISION

ACTIVITY	PRIMARY CONTACT	STATUS/COMMENT
1. EMSAAC and CCLHO Boards of Directors and Disaster Committees	Jeffrey Rubin Extension 419	Quarterly Meetings.
2. Contingency Plan for Acquisition and Distribution of Disaster Medical Supplies and Equipment	Ken Martzen Extension 300	Department of General Services developing SOPs for disaster responses with EMSA and DHS. Price schedules in place with 12 medical and pharmaceutical supply vendors.
3. Department of Health Services Coordination	Jeffrey Rubin Tonya Hines Extension 458 Anne Bybee Extension 407	DHS-Focus Area "G" Advisory Group-developing statewide bioterrorism core curriculum elements and establishing competency-based standards for California. Support to DHS and OES in development of Strategic National Pharmaceutical stockpile and CHEMPACK Program Distribution plan
4. Disaster Medical Assistance Team	Anne Bybee Extension 407	The June 8 th DMAT Commander's meeting will include a proposal to use DMAT medical personnel in CNG "SPEARR team" (field hospital) deployments. DMAT personnel would become intermittent employees to CNGs State Defense Force Personnel.
5. Disaster Block Grant Management	All DMS Staff	Monitoring/Technical Assistance – Ongoing.
6. EMSA Standard Operating Procedures Emergency Operations Center	Laura Venegas Extension 413	Finalizing Station 1 SOPs. Working with DHS to finalize JEOC plan and checklists.
7. EMS/DMS Communications	Ken Martzen Bob Cordray Extension 471 Desi Hayhurst Extension 472	Member 4.9 and 700 Gigahertz Regional Planning Committee Workgroups as part of Public Safety Radio Spectrum Planning Committee. Investigating statewide medical mutual aid frequency (see Ambulance Strike Team). Auxiliary Communications Station is operational at EMSA Station 1.
8. EMS Disaster Medical Response Plan	Laura Venegas	Finalizing draft.
9. Hospital Bioterrorism Preparedness Planning Grant Program	Jeff Rubin	EMSA sub-contracting with State DHS to administer EMS, Poison Control, Trauma and EMS-C portion of HRSA Year 2 grant. In process of replacing management staff.
10. Hospital Emergency Management	Jeff Rubin Sherrill Reed Extension 406	Hospital Disaster Interest Group has developed updated recommendations for chemical decontamination in hospitals. Now working on radiation decontamination protocols. (In final draft). Working with CDHS Immunization Branch on Pandemic Flu Med/Health Coordination
11. Hospital Overcrowding/Ambulance Diversion Task Force	Jeff Rubin	Conference calls are conducted as needed. Information updates provided to local EMS agencies during 2004 Winter flu season.
12. Joint Civilian/Military Planning, Training and Exercises	Anne Bybee All DMS Staff	Hospital Disaster Interest Group has developed updated recommendations for chemical decontamination in hospitals. Now working on radiation decontamination protocols. (In final draft). Working with CDHS Immunization Branch on Pandemic Flu Med/Health Coordination
13. Management Support Team	Anne Bybee Ken Martzen	MST-Discussion to use MST-trained personnel to staff medical EOCs at County, Region & State levels during actual disaster response.

EMS AUTHORITY PROGRESS REPORT
JUNE 2005

ACTIVITY	PRIMARY CONTACT	STATUS/COMMENT
14. LEMSA Disaster Medical Guidelines & Regulations	Anne Bybee	EMSA has participated in legislation analysis on AB 586, which would put the position of Medical Health Op. Area Coordinator (MHOAF) into regulation, per the Disaster Medical guidelines.
15. Medical Consequences Management of Terrorism	Jeffrey Rubin Tonya Hines	Member California National Guard Training Partnership. CNG awarded EMSA additional funds to complete development stages of statewide EMS WMD competencies for the first responders and to provide EMS WMD train-the-trainer to EMS providers within the six OES mutual aid regions. With the EMS Safety Committee as an advisory board, EMSA developed statewide guidelines for appropriate PPE ensembles for ambulance personnel.
16. Medical Needs of Evacuees	Laura Venegas	Shelter Medical Group had final meeting in April 05. Ongoing planning w/DSS & ARC on addressing medically fragile needs.
17. Tsunami Relief	Norma Schroeder	EMSA recruited 25 medical volunteers at request of Governor's Office for NGO participation in medical relief to tsunami-affected areas. The last and final staff rotation has returned.
18. Ambulance Strike Teams	Anne Bybee Bob Cordray	A letter is being sent to the director of OES requesting that AST/MTF use VHF High band frequencies during times of disaster. Work continues on activation, deployment and reimbursement issues.
19. OES/OES Region Liaison	Laura Venegas	Member SWEPC. Quarterly meeting.
20. RDMHS Liaison	Anne Bybee	Staff and EMSA will meet June 13 th and 14 th to draft an RDMHS Field Op. Guide (FOG) for disaster response. Chempack & SNS support Continues on target and in conjunction with CDHS.
21. Training Programs/Courses	Yvonne Morales Extension 416 Laura Venegas Norma Schroeder	CBRNE Emergency Preparedness for Medical Care Providers continues to be distributed to healthcare providers across the State and nation. EMSA staff training exercise plan being revised.
22. Back-Up JEOC	Ken Martzen	Development of backup JEOC @ station 1-Addition of phone system and back-up of IT system by CDHS.
23. ESAR-VHP: Emergency System for the Advanced Registration of Volunteer Health Personnel	Jeff Rubin Lisa Schoenthal Sherrill Reed	Monthly large committee meetings. Multiple stakeholder successful recruitment and involvement. Plans to contract with legal and other consultants.
24. Medical Reserve Corps. MRC	Sherrill Reed	Ongoing Unit Coordination with ~ 26 units. CA MRC manual in near completion stage.
25. Hospital Emergency Incident Command Systems (HEICS) HEICS IV Revision Project	Cheri Hummel	Norcal EMS and sub-contracts with Kaiser Permanente and Washington Hospital Center to update HEICS program nationally. Includes 20 member expert working group and representation of the American Hospital Association, JCAHO and the NIMS Integration Center.
26. Pediatric Disaster Preparedness Assessment Project	Cheri Hummel	Scope is to determine the gaps in the State's level of preparedness to treat pediatric populations in various types of disaster events.
27. Clinic Emergency Preparedness	Cheri Hummel	Monitor existing contract. Scope: establish a "Clinic Emergency Help Desk" to include emergency preparedness issues.
28. California Poison Control Center	Cheri Hummel	Contract to establish a web-based access to poison case data.
29. Trauma and Burn Cache	Desi Hayhurst	\$4.2 million allocated to Level I and II trauma centers (excluding L.A.) in California to purchase trauma and burn caches to aid hospital stabilization and treatment of patient surge in MCI event; cache is transportable to MCI site.

EMS AUTHORITY PROGRESS REPORT
JUNE 2005

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30. Statewide Disaster Medical/Health Exercise	Desi Hayhurst	Annual exercises designed to test and identify gaps in hospital surge capacities; Statewide Disaster Exercise scheduled for November 2005; Partnership collaboration and redundant communications in a disaster setting.

**EMS AUTHORITY PROGRESS REPORT
JUNE 2005**

INFORMATION SERVICES

ACTIVITY	PRIMARY CONTACT	STATUS/COMMENT
1. Office Automation (PLEZ)	Ed Armitage Extension 442 Laura Little Extension 427	Current Office automation efforts center around the use and support of standard Microsoft Office applications within the department. Information Services staff continue to support the desktops and to secure the information from external attack. While there have not been any generalized virus infections at EMSA we have recently been plagued by spyware that is the latest and most formidable attack mechanism against PC's in general. We have had spyware infections that have caused the complete reinstallation of operating system and application programs and some that have brought activity on infected PC's to a complete halt. We have not had instances of spyware that record and transmit all the strokes of the systems that they infect.
2. Office Automation (CEMSIS)	Ed Armitage Charla Jensen Extension 443	Using software from a project that gives us the ability to load data from Los Angeles County into the CEMISIS database, attempts have been made to get valid data loaded. We have encountered problems, not the least of which is that LA has cut back the times and information stored in their data due to budget cuts. We were to embark on another project to have a vendor work with us to implement software that will enable us to more easily convert data from other systems for import into the CEMISIS database. Because of other budget cutbacks and shortfalls the approach that we are taking is to examine the CEMISIS application and determine if it would be more beneficial to use the federal specification. Once that has been determined we will be able to proceed with use of the system.
3. EMS Data/QI	Ed Armitage Charla Jensen	Use of the QI indicators at the state level has been delayed because of our inability to get data into the CEMISIS application. We are working with consultants on the integration of the national data specification into California's CEMISIS specification. Because we do not know the extent of changes that will be required we do not have any projection on the work that will be required to publish QI results.

**EMS AUTHORITY PROGRESS REPORT
JUNE 2005**

ADMINISTRATION DIVISION

ACTIVITY	PRIMARY CONTACT	STATUS/COMMENT
1. Responsible for oversight of all Administration Division functions.	Shirley Tsagris Chief of Administration Extension 428	Ongoing
2. Local Agency Funding a. Federal Block Grant Special Projects b. Regional EMS Agency SGF Support Grants c. RDMHS SGF Grants & DMAT SGF Assistance Grants	Carol MacRae Extension 422	EMSA is in the process of revising EMSA #105 "EMSA policy for the Provision of Federal Block Grant Funding to Local EMS Agencies". a) Regional EMS Agency SGF Support Grants EMSA is in the process of revising EMSA #104 "EMSA Policy for Funding Regional EMS Agencies with State General Fund". b) RDMHS SGF Grants and DMAT SGF Assistance Grants EMSA is in the process of revising EMSA #114 & #115 "EMSA's Policy Manuals for the Regional Disaster Medical Health Specialists & the Disaster Medical Assistance Teams.
3. Personnel Services	Karen DeGuire Extension 402	In the past 3 months, EMSA has welcomed Lisa Schoenthal who comes to us from the Department of Social Services and is now the Hospital Bioterrorism Prevention Program Manager. Laura Venegas, who has worked in the Disaster Medical Services Division for many years, has accepted the Statewide Terrorism Threat Assessment Center (STTAC) Manager position. Recruitment continues for the Associate Governmental Program Analyst in the STTAC program
4. Business Services	Donna Westlake Extension 400	No new items to report.
5. Budget Development of SFY 05/06 Budget	Susan French Extension 411	The SFY 05/06 Budget released by the by the Governor January, 10, 2005 included Budget Change Proposals to continue the Bioterrorism positions, established permanent positions for Medical Intelligence Analysis, and to add a position to the Child Care Preventive Health Program. All of the BCPs have been approved by both the Senate and the Assembly Budget Sub Committees and are thus included in the Senate and Assembly versions of the proposed O5/06 SFY Budget. The Assembly version of the budget also includes \$10 million for support of approved trauma centers, but the Senate and Governor's proposed budget do not, so that issue will go to the Conference Committee.

EMS AUTHORITY PROGRESS REPORT
JUNE 2005

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6. Prevention 2000 (PHHS) Federal Block Grant Administration	Susan French Reba Anderson Extension 418	The President's proposed 2006 FFY budget will eliminate the Prevention 2000 Federal Block Grant unless Congress restores some or all of the funding. The House reportedly will restore two-thirds of the Prevention Block Grant amount. There was no word on proposed Senate action as of June 13, 2005

**EMS AUTHORITY PROGRESS REPORT
JUNE 2005**

LEGISLATION, PUBLIC INFORMATION AND SPECIAL PROJECTS

ACTIVITY	PRIMARY CONTACT	STATUS/COMMENT
1. Public Information Officer a. Poison Prevention Week b. EMS Week c. Coordinate EMS Awards Program d. Prepare and circulate press releases e. Respond to media inquiries	Shirley Tsagris Extension 428	Received 2005 Poison Prevention Week Proclamation from Governor. Received 2005 EMS Week Letter from Governor. Contingent upon funding. Ongoing Ongoing
2. Legislative Coordinator a. Update Division 2.5 of the Health and Safety Code b. Analyze and lobby legislation c. Prepare legislation proposals and obtain authors d. Update legislation on EMSA's Homepage	Shirley Tsagris	January 2005 update completed. Ongoing As needed Ongoing
3. Mentor Coordinator a. Promote mentoring among staff b. Match employees with appropriate program activities and schools c. Prepare Required mentoring activity reports d. Coordinate mentoring activities	Shirley Tsagris	As possible As possible As needed As needed

**EMS AUTHORITY PROGRESS REPORT
JUNE 2005**

LEGISLATION, PUBLIC INFORMATION AND SPECIAL PROJECTS
(Continued)

ACTIVITY	PRIMARY CONTACT	STATUS/COMMENT
4. Regulatory Ombudsman a. Receive complaints or concerns from constituents about rulemaking activities b. Report regulatory issues and complaints to director c. Participate in semi-annual regulatory roundtable meetings	Shirley Tsagris	Ongoing Ongoing As needed
5. Ethics Officer a. Ensure Conflict of Interest Statements are submitted by all Appropriate individuals b. Ensure appropriate individuals have been provided an orientation course c. Keep records on all members	Shirley Tsagris	Ongoing Ongoing Ongoing